

Accountant – Hope Microcredit

Location: (Not specified)

Start Date: April 2026

Key Responsibilities

- Maintain accurate financial records and ensure proper documentation of all transactions
- Prepare monthly, quarterly, and annual financial reports
- Manage accounts payable and accounts receivable
- Reconcile bank statements and resolve financial discrepancies
- Assist in budget preparation and financial forecasting
- Ensure compliance with accounting standards, financial regulations, and company policies
- Monitor loan disbursements and repayments within the microcredit portfolio
- Support internal and external audits by providing required documentation
- Maintain organized filing systems for financial documents
- Provide financial analysis and recommendations to management

Qualifications & Requirements

- Bachelor's Degree in Accounting, Finance, or a related field
- Minimum of 2 years' experience in a similar role (preferably in a financial institution or microfinance environment)
- Advanced Microsoft Excel skills for data analysis and reporting
- Proficiency in QuickBooks accounting software
- Strong analytical and financial reporting skills
- Excellent organizational and time management abilities
- High level of accuracy, integrity, and attention to detail
- Strong communication and interpersonal skills
- Ability to work independently and within a team
- Knowledge of microfinance operations or lending processes is an added advantage

What We Offer

- Opportunity to work in a fast-growing financial services company
- Professional and supportive work environment
- Career growth and development opportunities

Application Process

Interested candidates should submit their CV and cover letter to:

- **Email:** hr.hopemicrocredit@gmail.com
- **CC:** hellomikopo@gmail.com , hr@hopemicrocredit.co.tz
- **Subject Line:** *Application for Accountant Position*

On-Desk Loan Recovery Officer – Hope Microcredit

Location: (Not specified)

Start Date: April 2026

Role Overview

We are seeking a highly driven and results-oriented On-Desk Loan Recovery Officer. This role requires strong analytical skills, persistence, and the ability to manage high-volume client follow-ups to ensure timely loan repayments.

Key Responsibilities

- Analyze loan repayment data to identify defaulters
- Conduct daily phone follow-ups to recover outstanding payments
- Make 300+ calls per day to clients
- Engage clients professionally while maintaining a firm and persistent approach
- Coordinate with field staff to improve recovery performance
- Track and report missed or delayed repayments

Requirements

- Advanced proficiency in Microsoft Excel (**non-negotiable**)
- Strong data analysis and tracking skills
- Comfortable handling high-volume outbound calls
- Excellent negotiation and follow-up skills
- Target-driven, resilient, and able to work under pressure
- Demonstrated leadership abilities

Work Schedule

- Monday to Saturday
- Fast-paced, target-driven environment

Benefits

- Monthly basic allowance
- High commission based on performance

Application Process

Interested candidates should submit their CV and cover letter to:

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- **Subject Line:** *Application for On-Desk Loan Recovery Officer Position*